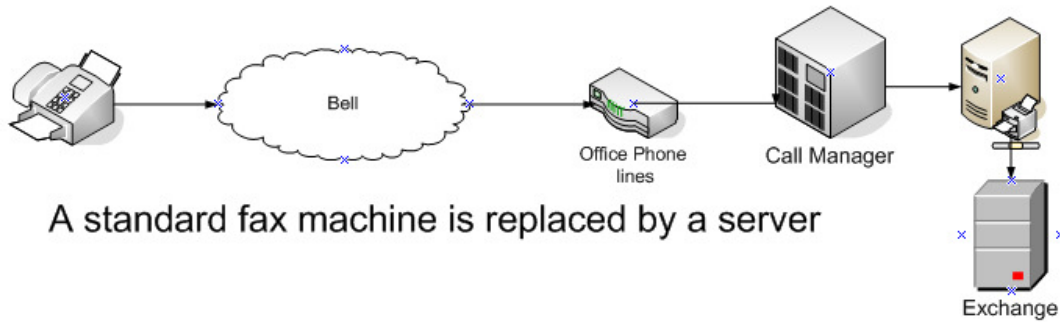


Fax over IP User Guide

What is Fax over IP?

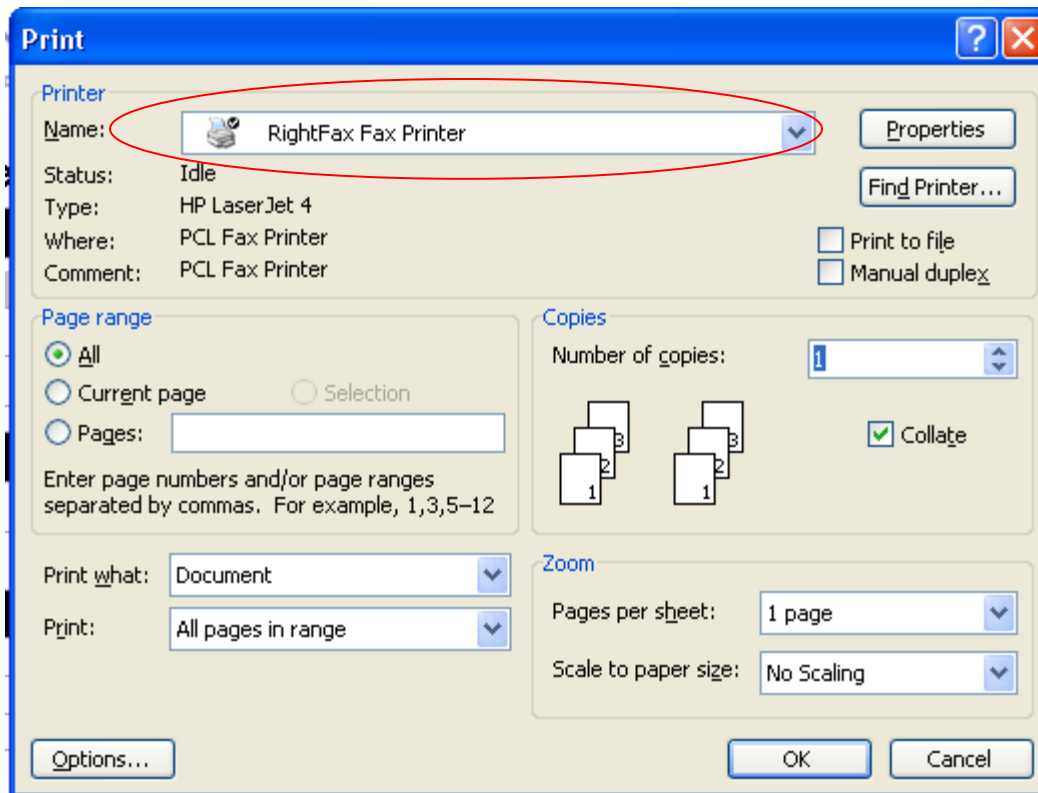


Fax over IP is the transmission of Facsimile information over IP (Internet Protocol) within the company infrastructure. The information is converted to a digital format and is sent the same way as a web page.

The network simulates the equivalent of a fax machine and creates an electronic based fax sheet.

Sending an Outbound Fax:

1. Open the document you wish to fax
2. Select File → Print from the main toolbar

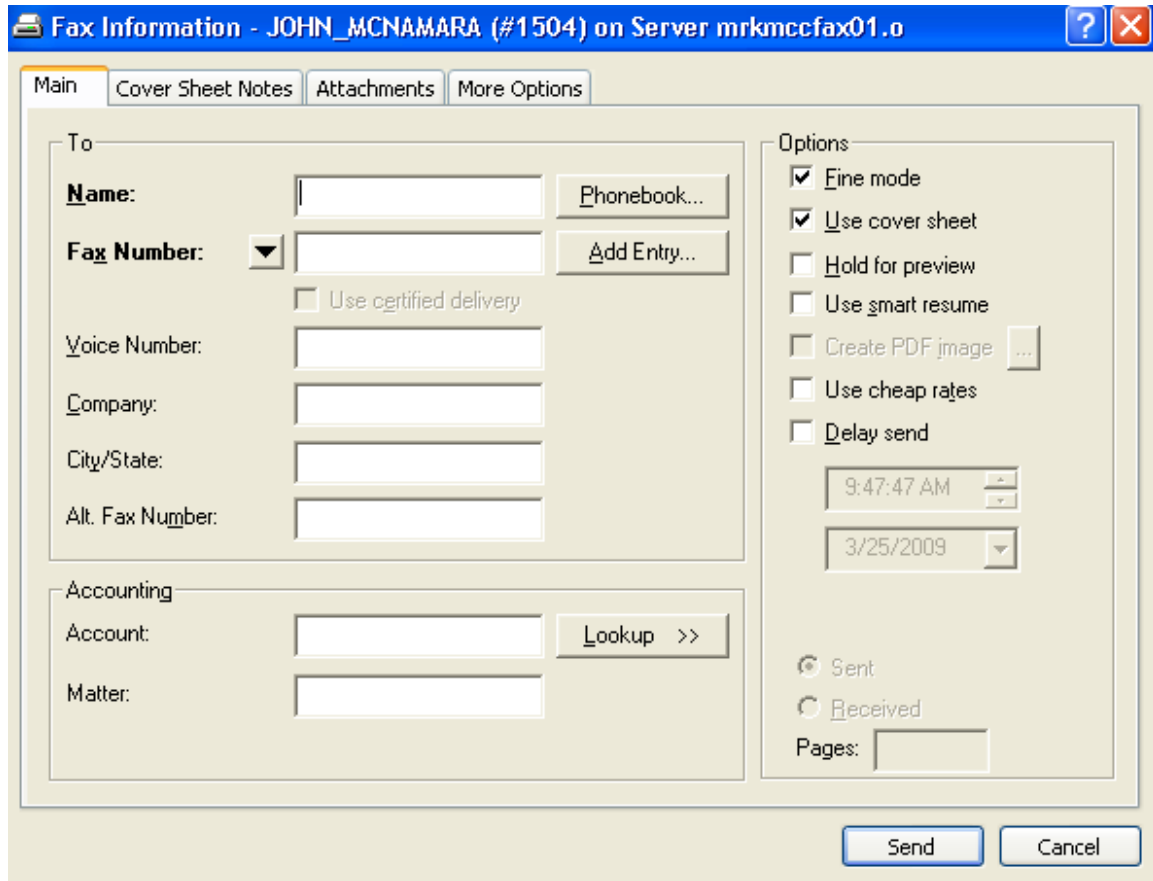


Select the RightFax Printer

Select OK

After selecting OK, the PC will activate the Fax application

3. Complete Fax Input Information:



The image shows a Windows-style dialog box titled "Fax Information - JOHN_MCNAMARA (#1504) on Server mrkmccfax01.o". It has a blue title bar with a question mark icon and a close button. The dialog contains several tabs: "Main", "Cover Sheet Notes", "Attachments", and "More Options". The "Main" tab is active. It is divided into two main sections. The top section, labeled "To", contains fields for "Name:", "Fax Number:", "Voice Number:", "Company:", "City/State:", and "Alt. Fax Number:". There are also buttons for "Phonebook...", "Add Entry...", and a checkbox for "Use certified delivery". The bottom section, labeled "Accounting", contains fields for "Account:" and "Matter:", along with a "Lookup >>" button. To the right of these fields is an "Options" section with several checkboxes: "Fine mode" (checked), "Use cover sheet" (checked), "Hold for preview" (unchecked), "Use smart resume" (unchecked), "Create PDF image" (unchecked), "Use cheap rates" (unchecked), and "Delay send" (unchecked). Below these are two time/date pickers showing "9:47:47 AM" and "3/25/2009". At the bottom right of the "Options" section are radio buttons for "Sent" (selected) and "Received", and a "Pages:" field. At the very bottom of the dialog are "Send" and "Cancel" buttons.

Fax Information - JOHN_MCNAMARA (#1504) on Server mrkmccfax01.o

Main | Cover Sheet Notes | Attachments | More Options

To

Name: [Text Box] Phonebook...

Fax Number: [Text Box] Add Entry...

☐ Use certified delivery

Voice Number: [Text Box]

Company: [Text Box]

City/State: [Text Box]

Alt. Fax Number: [Text Box]

Accounting

Account: [Text Box] Lookup >>

Matter: [Text Box]

Options

☒ Fine mode

☒ Use cover sheet

☐ Hold for preview

☐ Use smart resume

☐ Create PDF image ...

☐ Use cheap rates

☐ Delay send

9:47:47 AM

3/25/2009

☒ Sent

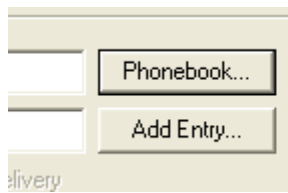
☐ Received

Pages: [Text Box]

Send Cancel

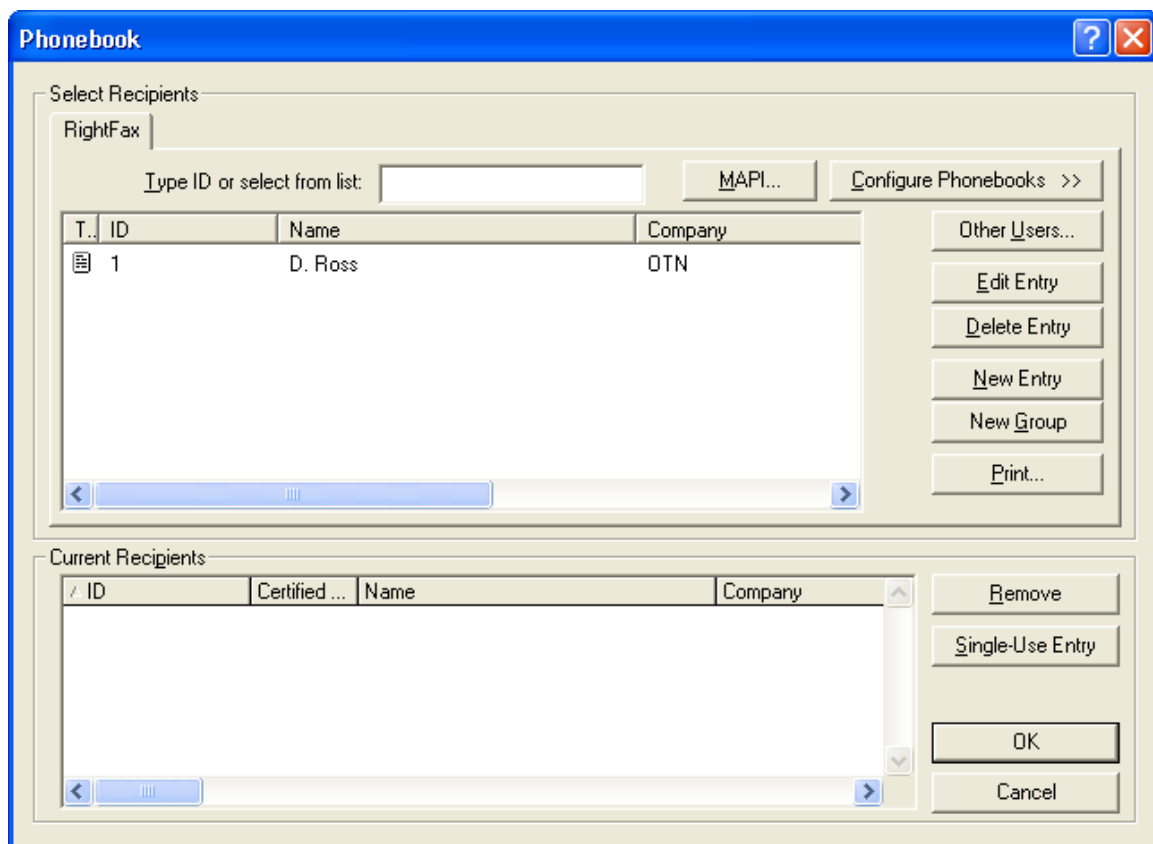
Input key information Name, Fax Number
Add Voice Number
Enable Use Cover sheet

4. To Create a Fax Contact Phone Book; Select Phonebook

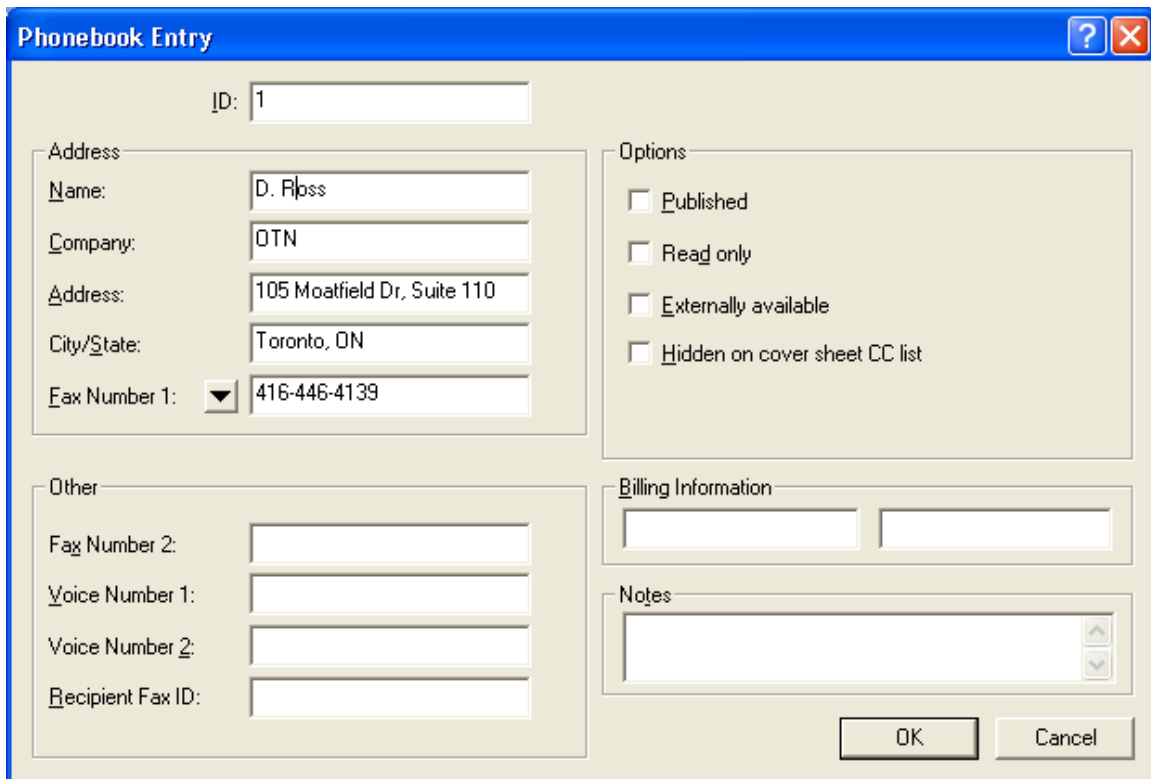


Phone book options

Manual add to local address book



Complete the following fields after selecting New Entry. Create a unique ID for each entry.



The image shows a 'Phonebook Entry' dialog box with a blue title bar and standard window controls. The form is organized into several sections: 'Address' at the top left, 'Options' at the top right, 'Other' at the bottom left, and 'Billing Information' and 'Notes' at the bottom right. The 'ID' field is at the very top. The 'Address' section contains fields for Name, Company, Address, City/State, and Fax Number 1. The 'Options' section has four checkboxes: Published, Read only, Externally available, and Hidden on cover sheet CC list. The 'Other' section includes Fax Number 2, Voice Number 1, Voice Number 2, and Recipient Fax ID. The 'Billing Information' section has two empty text boxes. The 'Notes' section has a large text area with scrollbars. At the bottom right are 'OK' and 'Cancel' buttons.

Phonebook Entry	
ID:	1
Address	
Name:	D. Ross
Company:	OTN
Address:	105 Moatfield Dr, Suite 110
City/State:	Toronto, ON
Fax Number 1:	▼ 416-446-4139
Options	
<input type="checkbox"/> Published	
<input type="checkbox"/> Read only	
<input type="checkbox"/> Externally available	
<input type="checkbox"/> Hidden on cover sheet CC list	
Other	
Fax Number 2:	
Voice Number 1:	
Voice Number 2:	
Recipient Fax ID:	
Billing Information	
Notes	
OK Cancel	

Fax Information - DROSS (#1540) on Server mrkmccfax01.o

Main | Cover Sheet Notes | Attachments | More Options

To

Name: D. Ross Phonebook...

Fax Number: ▼ 416-446-4139 Add Entry...

☐ Use certified delivery

Voice Number: 416-446-4110 x 4217

Company: OTN

City/State: Toronto, ON

Alt. Fax Number:

Options

☒ Fine mode

☒ Use cover sheet

☐ Hold for preview

☐ Use smart resume

☐ Create PDF image ...

☐ Use cheap rates

☐ Delay send

10:59:58 AM

10/13/2010

Accounting

Account: Lookup >>

Matter:

☒ Sent

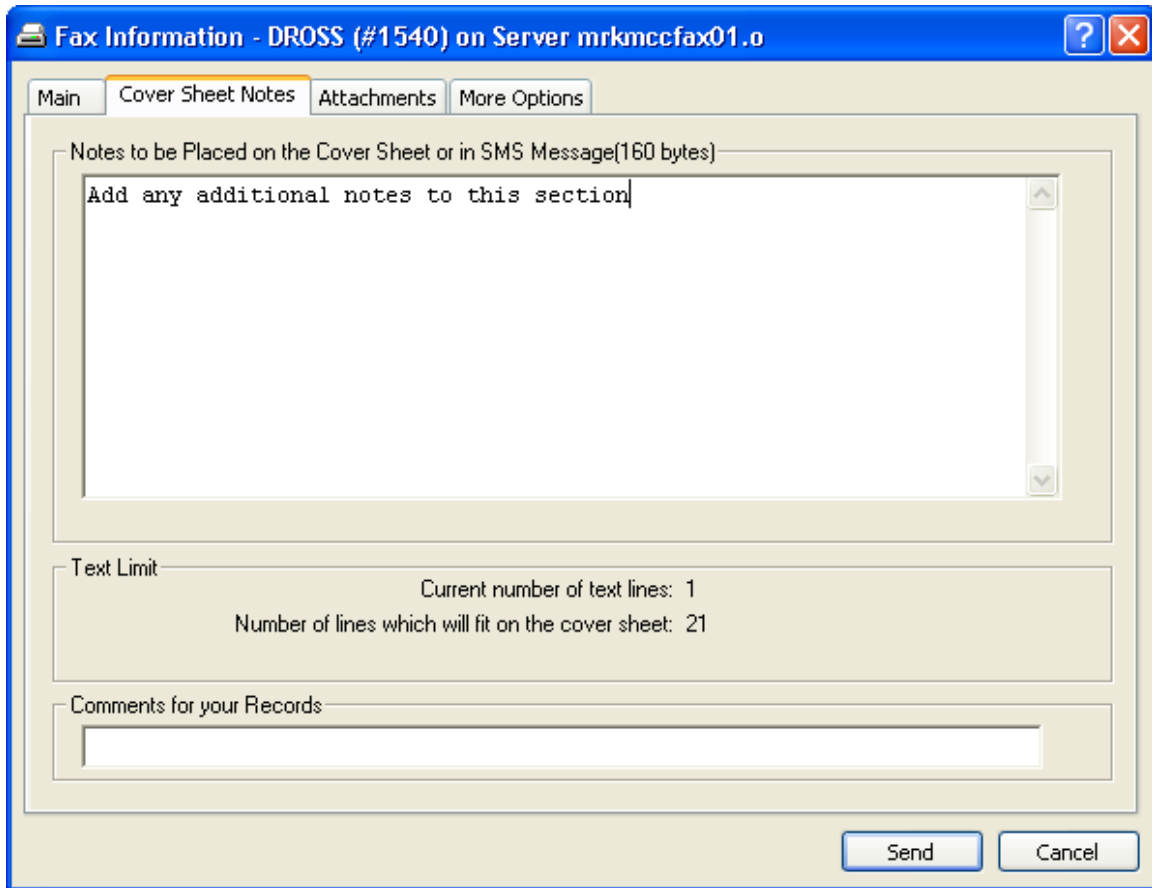
☐ Received

Pages:

Send Cancel

Form is now populated with all info. The information you place here will populate the automatic cover sheet.

5. Add any additional notes



The image shows a software window titled "Fax Information - DROSS (#1540) on Server mrkmccfax01.o". It has a blue title bar with a help icon and a close button. Below the title bar are four tabs: "Main", "Cover Sheet Notes", "Attachments", and "More Options". The "Cover Sheet Notes" tab is selected. Inside this tab, there is a section labeled "Notes to be Placed on the Cover Sheet or in SMS Message(160 bytes)". Below this label is a large text area with a vertical scrollbar. The text "Add any additional notes to this section" is entered in the text area. Below the text area is a "Text Limit" section with two lines of text: "Current number of text lines: 1" and "Number of lines which will fit on the cover sheet: 21". Below the "Text Limit" section is a "Comments for your Records" section with a single-line text input field. At the bottom right of the window are two buttons: "Send" and "Cancel".

Fax Information - DROSS (#1540) on Server mrkmccfax01.o

Main Cover Sheet Notes Attachments More Options

Notes to be Placed on the Cover Sheet or in SMS Message(160 bytes)

Add any additional notes to this section

Text Limit

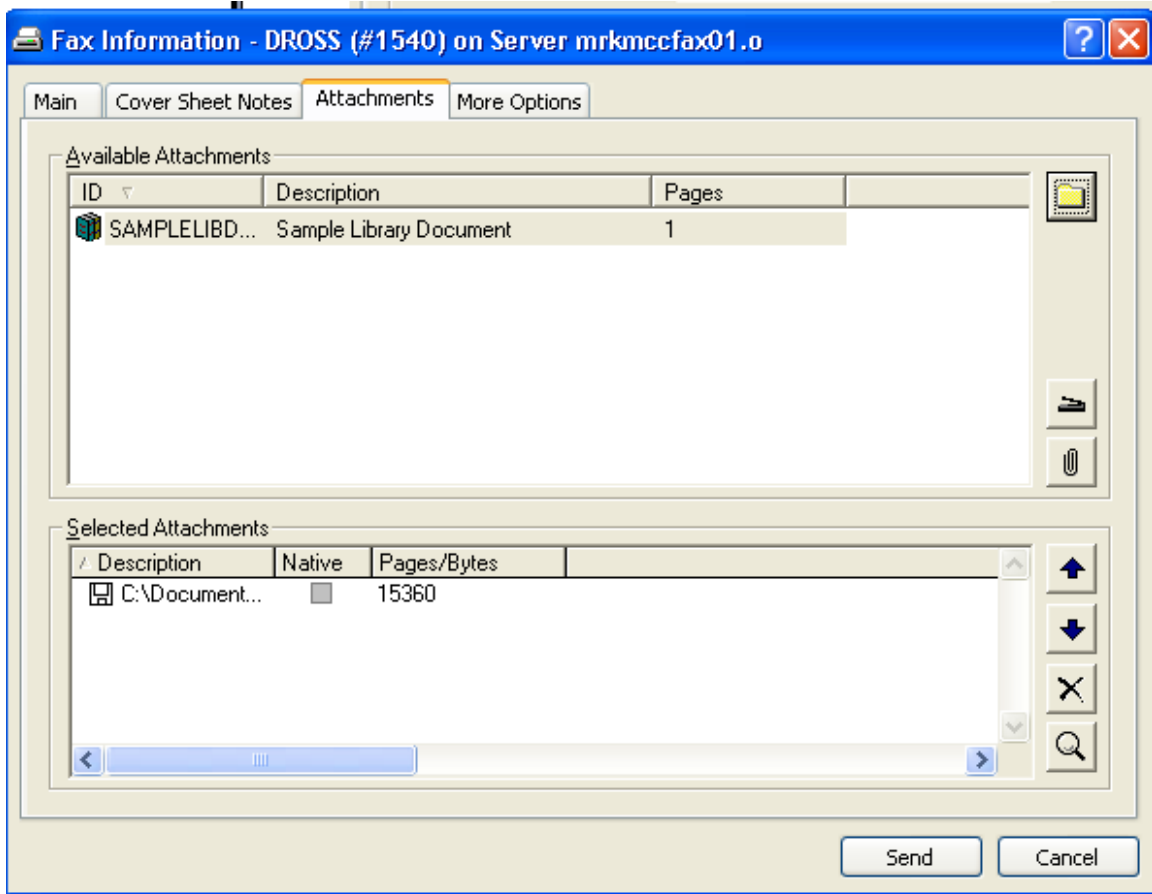
Current number of text lines: 1

Number of lines which will fit on the cover sheet: 21

Comments for your Records

Send Cancel

6. Attach any additional documents to the fax by selecting the yellow file attachment icon on the top right corner of the Attachments window. Please note that attachments include Microsoft office files (doc, xls, ppt), Jpeg and TIFF files. Library files can be standard forms that can be uploaded to the main server (a standard requisition form, video release form or any other form that never changes)



7. Use this tab to modify the From section of the fax. By default, the information associated with the registered RightFax user is automatically entered here.

Fax Information - DROSS (#1540) on Server mrkmccfax01.o

Main | Cover Sheet Notes | Attachments | **More Options**

Other Options

Recipient Notify Address:

Use form: ☐ **COPY - Copy back groun**

Priority: **Normal**

Recipient Fax ID:

Cover Sheet File: **System Default**

Automatic Deletion: **Never**

From

Name:

Private Fax Number:

Voice Number:

Company Fax Number:

Company Voice Number:

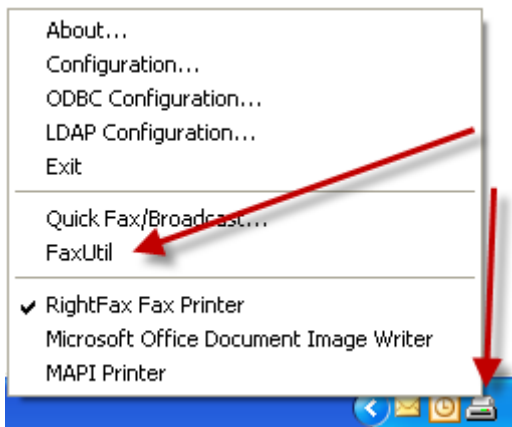
Send **Cancel**

8. Press Send when you are ready to send the fax.

To check the status of all faxes open the RightFax utility by selecting the printer icon from the tool bar at the bottom right corner of your desktop. Then select Fax Util & a status menu will appear. From this window, you can view & manage the status of both new & old fax messages.

The window can be closed by selecting the close icon in the top corner.

FaxUtil



The RightFax FaxUtil page opens

